

## EM Facility Representative Group Operating Manual

Chapter: **FRM-OM-02**

Title: **Required Reading**

Issue Date: June 2001

	Signature	Date
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### 1.0 Purpose

- 1.1 To establish guidelines for the implementation of a Required Reading program that will ensure EM Facility Representatives are cognizant of any pertinent information related to the performance of their duties. These guidelines apply to all EM Facility Representative personnel.

### 2.0 References

- 2.1 DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities, Chapter XIV "Required Reading;" July 9, 1990

### 3.0 Requirements

#### 3.1 Prerequisites

##### 3.1.1 General

1. A Required Reading binder/file shall be maintained for the EM Facility Representative Group. As a minimum, the following information should be included in the required reading binder/file.

- Notification of new procedures and/or revision to existing procedures
- Notification of unusual operations; and
- Any information determined by management to be of significant importance or common interest to the program.

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2. EM Facility Representative Personnel should be able to complete the required reading assignments during the course of their normal work activities.

3. A Required Reading File Index shall be placed in the Required Reading binder/file. The index shall include of a listing of documents designated by the Facility Representative Group Leader.

**3.2 Entering an Item in the Required Reading File**

3.2.1 The EM Facility Representative Group Leader will designate appropriate pertinent information as Required Reading material. The Group Leader will request the EM Facility Representative Administrative Assistant enter the material in the Required Reading binder/file.

3.2.2 Each item entered into the Required Reading binder/file shall have a Required Reading Sign-off Sheet (Appendix I) attached and completed as follows:

1. Enter the title of the document to be read in the designated space.
2. Enter the Required Reading completion date (usually 30 days from the date the item is placed in the Required Reading binder/file).
3. Enter the names of the personnel required to read the material.
4. Attach the Required Reading Sign-off Sheet to the document and place it in the Required Reading binder/file.
5. The EM Facility Representative Administrative Assistant is responsible for assuring that the Required Reading File Index is current and complete.

**3.3 Performing Required Reading**

3.3.1 The EM Facility Administrative Assistant shall notify designated personnel that a new Required Reading is in the binder/file, and the date by which the review must be completed.

3.3.2 Each Facility Representative shall perform the required reading as prescribed within the established time constraints.

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3.3.3 Upon completion of the reading the Facility Representative will initial the Required Reading Sign-off Sheet.

3.3.4 The EM Facility Representative Group Leader will review the Reading binder/file periodically. This review shall be documented by initialing and dating the index (Appendix II). If a required reading is overdue the necessary corrective action shall be taken.

3.3.5 When all designated individuals have indicated that they have read the Required Reading (by initialing the sign-off sheet or responding electronically), the document shall be removed from the Required Reading File, reviewed, signed, and dated by the EM Facility Representative Group Leader.

3.3.6 Upon receipt of the completed Required Reading Sign-off Sheet the EM Facility Representative Administrative Assistant will file the form and attachments.

#### 3.4 Records

The EM Facility Representative Administrative Assistant shall retain the Required Reading Sign-Off Sheet on file for a minimum of one year.

### 4.0 **Responsibilities**

4.1 EM Facility Representative Group Leader is responsible for designation of pertinent programmatic, departmental, and system-wide information as a Required Reading.

4.2 EM Facility Representative Administrative Assistant is responsible for inclusion of the Required Reading material in the binder/file, notification of designated personnel, and maintenance of Required Reading binder/file records.

4.3 EM Facility Representatives are responsible for reading and understanding the applicable information prior to the established completion date.

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**5.0 Definitions**

- 5.1 **Required Reading** - an administratively controlled means of conveying important information to Facility Representatives.
- 5.2 **Required Reading File** - a controlled binder/file containing reading material considered to be of sufficient importance that personnel should be made aware of its content. This awareness shall be acknowledged by each individual signing or initialing and dating the Required Reading sign-off sheet or responding electronically.

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**Appendix I**

**REQUIRED READING  
SIGN-OFF SHEET**

Document Title: \_\_\_\_\_

Required Completion Date: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Individual

Initials/Date

Individual

Initials/Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Inserted to Required Reading File:

\_\_\_\_\_  
FR Group Admin. Assistant

\_\_\_\_\_  
Date

Reviewed for Completion:

\_\_\_\_\_  
FR Group Leader

\_\_\_\_\_  
Date

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**Appendix II**

**REQUIRED READING FILE INDEX**

Subject		Date Entered		Date Removed	
Review/Record (Initials/Date)					